

**TOWN COUNCIL  
WORK SESSION MEETING**

Monday, February 3, 2020  
7:30 pm  
Municipal Building

**Agenda**

- I. Call to Order
- II. Roll Call
- III. Moment of Silence
- IV. Pledge of Allegiance to the Flag of the United States of America
- V. Approval of Agenda
- VI. Approval of the Consent Agenda 18
  - a. Minutes from January 15, 2020
- VII. Lobbyist, Greenwill Consulting (5 minutes) Presentation
- VIII. Public Period (limit 2 minutes)
- IX. Reports
  - a. Treasurer
  - b. Public Works Director
  - c. Circuit Rider
  - d. Code Enforcement
  - e. Ombudsman
  - f. Police Chief
  - g. Town Administrator
- X. Councilmember/Mayor Report
  - a. Ward I
  - b. Ward II
  - c. Ward III
- XI. Legislation
- XII. New Business
- XIII. Adjournment

**Town of Forest Heights  
Town Meeting – 8:00 PM  
Wednesday, January 15, 2020  
Municipal Building  
Meeting Minutes**

**Call to Order:** 8:02 PM

**Roll Call:** CM Atkinson, CM Kennedy II, CW Noble, CW Hines, CM Barnes, CM Washington, Mayor Muhammad present; quorum established.

**Moment of Silence**

**Pledge of Allegiance to the Flag of the United States of America**

**Approval of Agenda:** Motion by CM Washington; seconded by CW Hines; all in favor; motion passed.

**Motion to approve the consent agenda;** Motion by CM Washington; seconded by CW Hines; all in favor; motion passed.

**Public Period**

Mrs. Langford, a member of the senior exercise class, asked if the exercise class could be held three days a week instead of two.

Mr. Quincy Hines thanked the Town for holding the Senior Gala on December.

**Legislation**

**Resolution 68-19:** A Resolution for the adoption of an amendment to the Town Employee Handbook regarding the take-home vehicle program and generally relating to the authorization for the use of vehicles and other transportation; motion by CM Washington to waive the full reading; seconded by CW Hines; motion by CM Washington to adopt Resolution 68-19; seconded by CM Barnes; discussion; vote; (1) yes; (6) no; motion fails.

**New Business**

CM Kennedy II shared a letter sent by the Circuit Rider. It is a letter of engagement for the Town to be involved in a 3-year grant period to get the streetlights switched out to LED, in partnership with PEPCO and MEA.

Chief Rease gave a reminder to residents to not leave cars running, to lock doors, and to not leave valuables in vehicles, in order to deter car theft.

**Meeting Adjourned** 8:22 PM

**Town of Forest Heights  
Treasurer's Report  
February 3, 2020**

	Bank Acct Balance <u>1/31/20</u>	Quickbook Balance <u>1/31/20</u>	Quickbook Balance <u>1/31/19</u>
TD Bank General Fund	700,243.02	674,950.00	550,370.35
TD Bank Rainy Day Fund	157,132.40	157,132.40	154,132.40
TD Bank Speed Camera	2,800,878.98	2,800,878.98	2,751,217.18
TD Bank Municipal Money Market	213,664.59	213,664.59	213,364.59
	<u>3,871,918.99</u>	<u>3,846,625.97</u>	<u>3,669,084.52</u>

**General Fund Highlights:**

1. Real Estate Tax distribution received - \$406,720.08
2. Income Tax distribution received - \$12,353.00
3. MD Dept of Labor - Local Impact Grant - \$120,000.00
4. MD State Highway User revenue - \$6,105.73
5. Sale of Solar Panel energy - \$418.50
6. Verizon Peg Grant received - \$4,726.26

# The Town of Forest Heights

## Department of Public Works

Larry D. Vaughn, Director

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February 3, 2020

### Town Appearance:

- Maintenance and up keep of the Community Park next to Henry's
- Daily Trash pickup on both sides of the town
- Monthly inspection of the Tot Lot
- Patching of potholes
- Reporting of Street light outages
- Leaf Pick up
- Cleaning storm drains and curbs of leaves and grass
- Cutting/removal of fallen trees
- Maintaining the Pet Waste Stations
- Monitoring of the Bigbelly Trash Compactors

### Town Infrastructure:

- **N. Huron Dr.**  
**NTP** 2/24/20
- Pavement Corp will place a seal coat on the parking lot because of the patch, which will take place in early Spring of 2020).
- **Sachem Drive – Hill:**
  - Waiting on a letter from SHA to proceed with the repair of the hill on Sachem Dr.
- Received a proposal from Choice Concrete for Cree Dr. in order to “Mill and Resurface”.
  - No action taken yet
- Receiving estimates for sidewalk repair. (Ms. Mann) and AC patch (Ms. McCutcheon)

### Building Infrastructure:

#### **606 Modoc: Cease work is in place**

- POD to house donated furniture during 606 Modoc construction (**on going**)
- Temporary safety fence around house at 606 Modoc La. (**on going**).
- Perge Carpet installed new tile floor in lobby 1/14/20
- Clear Security Systems installed bullet resistant security glass in lobby 1/16-17,20
- Resubmitted RFP on eMaryland Marketplace for rear parking lot
- Energy Watch Dog Pro representative inspected building lights for upgrade (**waiting on outcome**)
- Waiting on estimates from contractors on the upgrading of AC/Heating ducts for the downstairs Municipal building

# The Town of Forest Heights

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- Waiting on estimates from contractors on the upgrading of locks on security doors for the downstairs Municipal building. The possibility of changing from combination codes to castle (swipe) cards.

### Equipment Maintenance

- Need to replace Charging Station for electric cars. (Pepco has approved a grant for three(3) EV chargers to be placed at the Town Hall and The Gathering Space).
- Checking all equipment for winter operations.
- Dump Truck serviced for oil change, lube job and air filter replacement

### Other Areas:

- Answering Resident Communication (numerous)
- Making/receiving phone calls, follow ups and meetings with contractors and vendors
- Exam Acquiring Erosion and Sediment Control Certification (Yellow Card) from SHA and MDE 2/14/20
- Meeting with WSSC/Engineers 01/14/20 about repairs on sewer line on N. Huron
- Held meeting at Town Hall for SRTS Sidewalk project. with N. Huron residents to answer any questions they may have concerning the project
- DPW is in the process of upgrading the town's sewer, water and storm drain maps





Ongoing projects:

- Moving forward with the project management of the Tree Canopy Program (sponsored by Anacostia Watershed Society; led by Mr. Jim Foster). This grant pays for the planting of 25-200 trees in the town of Forest Heights. The program will pay for the purchase, planting and maintenance of the trees for three years.
- MEA Weatherization Grant—this grant requires attention from both the Town Clerk and the Circuit Rider Manager. More household participation is required for this grant.
- Ongoing projects:
  - Stormwater Mitigation Grant: met with Ms. Natalia Sanchez to discuss moving forward with the Stormwater Mitigation project. A subsequent meeting was held which included Ms. Maisie Hughes, an architectural landscape consultant. Ms. Hughes will be a member of the Chesapeake Bay Trust Stormwater mitigation project. The University of Maryland Environmental Finance Center along with MOST is spearheading this project. We are moving forward with the Forest Heights Stormwater action plan submitted by myself and Mr. Vaughn. Ninety percent of our time will be spent working on the grant offerings from Chesapeake Bay Trust, National Fish and Wildlife Foundation, Department of Natural Resources, Department of Housing and Community Development, and lastly Prince George's County CDBG program year 46.
  - Department of Energy Municipal LED Street Light Program—Moving forward with the project management of the Energy Efficient Communities Program (EECP) grant; PEPCO is providing energy efficiency incentive funding, technical expertise, outreach and education to local municipality and government customers. Forest Heights is looking to replace 285 street lights with LED fixtures.
    - Working with representatives from Maryland Smart Energy Committees (MSEC) (Michael Jones—MEA) and PEPCO (Robert Stewart—Manager, Smart Grid and Technology; PEPCO Holding) to discuss the costs associated with the installation of the first six lights (Town Hall parking lot (3 lights) and Arapahoe Drive (3 lights)).
    - Working with representatives of MEA and PEPCO (Tony Ruffin, Sr. External Affairs Specialist) regarding the purchase, installation and cost of electric vehicle charging stations.
    - Census Grant: Completed several outreach programs: Forest Heights Day, National Night Out (in partnership with the Forest Heights Police Department), Hispanic Heritage Month, Forest Heights Census kickoff, and Thanksgiving Dinner



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giveaway (in partnership with the Forest Heights Police Department) to name a few. Other events:

- 12/11: Exercise Class Private Lunch
- 12/14: Senior Gala
- 12/21: Children's Holiday Party
- Continuing to work with the Town Administrator and the Public Works Director to identify additional streets and infrastructure that requires immediate repair for health and safety reasons. Three streets have been completed.
- Working with Housing Options & Planning Enterprises, Inc. (HOPE) on the Forest Heights Neighborhood Home Improvement Program. HOPE has submitted a grant; we are awaiting a decision. Forest Heights will partner with HOPE on this initiative.
- Completed PY46 CDBG grant application for sidewalk construction on Seneca Drive. Grant has been submitted and we are now awaiting a response.

# CODE ENFORCEMENT REPORT JANUARY

Date	Violation Type	Amount	Location
1/7/2020	vacant property	\$250.00	919 Comanche Dr
1/8/2020	court judgement	\$500.00	district court
1/9/2020	building permit	\$210.38	5610 Ottawa St
1/9/2020	rental permit	\$75.00	105 Rolph Dr
1/13/2020	vacant property	\$250.00	5711 Sachem Dr
1/13/2020	building permit	\$110.10	112 Foxway
1/21/2020	civil citation	\$1,500.00	233 Seneca Dr
1/21/2020	building permit	\$70.75	212 N Huron Dr
1/27/2020	building permit	\$83.50	5807 Terrell Ave
Total:		\$3,050.00	



**TOWN OF FOREST HEIGHTS**  
**AUTOMATED SPEED ENFORCEMENT OMBUDSMAN**  
January 2020  
Ombudsman Report  
Ronald B Govan

For the month of January, the Town of Forest Heights had

- **4** Transfer of liability
- **7** Late fee requested
- **3** Late fee requests granted
- **4** Cancel citation
- **11** Flag Release

# FOREST HEIGHTS POLICE DEPARTMENT JANUARY REPORT

Incident Type	Total
911 DISCONNECT	22
ACCIDENT	5
ADDED INFORMATION	2
ALS COMBINED	1
ARMED PERSON	2
ASSAULT	1
ASSIST	4
ASSIST FIRE EMS	1
BREAK IN IN PROGRESS	1
CHECK WELFARE	1
CHECK WELFARE COMBINED	3
DISORDERLY	16
DOMESTIC	5
FAMILY DISPUTE	5
FIGHT	2
FOUND	1
HIGHWAY ACCIDENT COMBINED	1
HIT AND RUN	5
HIT AND RUN W/INJURY COMBINED	1
LOST PROPERTY	1
MISC POLICE INCIDENT	7
MISSING PERSON	4
NOTIFICATION	1
OPEN DOOR WINDOW	1
PREMISE CHECK	72
PROPERTY DAMAGE	2
RESIDENTIAL ALARM	4
SCHOOL ALARM	2
STOLEN VEH	1
SUBJECT STOP	6
SUSPICIOUS AUTO	2
SUSPICIOUS OCC AUTO	8
SUSPICIOUS PERSON	4
THEFT FROM AUTO	1
THEFT FROM AUTO J O	1
THEFT J O	1
THREATS COMPLAINT	1
TRAFFIC ASSIGNMENT	1
TRAFFIC COMPLAINT	4
TRESPASSING COMPL	1
UNKNOWN TROUBLE	6
VANDALISM	5
VEHICLE ACCIDENT COMBINED	1
WARRANT SERVICE	1
Total Calls -->	217

Fortitude Honor Peacemaker Devoted

## STATISTICAL REPORT

Traffic Citations-311

Equipment Repair Orders-29

Parking Citations Issued-18

Arrest-17

Impounds-42

Reports-49

Citation Fees: \$1,325

## Town Council Work Session Report For 2.3.20 (Town Administrator)

### **North Huron Drive Sidewalk Project (Safe Routes to School)**

On February 22<sup>nd</sup>, the North Huron Drive Sidewalk Project (Safe Routes to School) was put out for advertisement to seek bids for a construction firm to build a sidewalk along the street. This is an important public safety project because it will provide for safe pedestrian traffic along North Huron Drive where no sidewalks currently exist. And perhaps most notable, students in the neighborhood will be able to walk to and from Forest Heights Elementary School without competing with cars on the roadway. Bids were opened on April 19<sup>th</sup>, 2019 at Town Hall. Three companies were represented and of the three, Fort Myer Construction Corporation was considered most qualified bidder. The Fort Myer bid went to SHA for a closer look at qualifications before the contract was signed. The Town received notice (Concurrence in Award Letter) in mid-July that SHA agrees with and approves our selection of Fort Myer, clearing the way to signing a contract.

With a signed contract in hand, a pre-construction meeting with the project team that has taken place, and a meeting already held with the residents along North Huron Drive, the Town recently issued a Notice to Proceed to the construction company to begin work.

The scheduled start date for the project is February 24<sup>th</sup>.

### **Improvements to Town Hall Building Lobby**

During the month of January, two significant improvements were made to the front lobby area of the Town Hall building.

One, a new tile floor has been installed in the lobby area of the building. Two, the new lobby building entrance security measures have been completed. This project included the installation of a partition with controlled access to the building at the front door for visitors and staff. Several other upgrades were also made to the Administrative Office and Police Department in-take windows and doors.

For further information, please contact Public Works Director Larry Vaughn, at 301-839-1030.

### **Recent Personnel Actions**

Mr. Deon Best has been hired as a new Forest Heights Police Officer and began work on January 27<sup>th</sup>. Mr. Best brings with him 4 years of policing experience with the Alexandria City Police Department and the City of Alexandria Sheriff's Office. He is "fingerprint certified" which means he is qualified to fingerprint individuals for background check, identification and criminal history purposes and will be responsible for administering this function for our department.

Mr. Best will begin his police academy training on February 3<sup>rd</sup>. He is a resident of Clinton, Maryland.